

Dietary Aide Job Description – Heritage Springs Memory Care

Summary of Responsibilities:

Prepares nutritional meals three times a day, seven days a week. Meals must be served with no more than five hours between each meal.

Essential Duties and Responsibilities:

- Utilizes safe food handling procedures and maintains high standards for sanitation and safety while preparing meals.
- Monitors food temperatures during storage, preparation, cooking, and service of all phase of foods served.
- Inventories supplies daily to ensure proper stock levels for the preparation of menu items.
- Records any substitutions made in menus before serving the meal to indicate actual food served.
- Assures when serving hot or cold foods that hot foods are served hot and cold foods are served cold.
- Washes dishes and cleans kitchen after each meal as well as food storage areas daily assuring sanitation standards and protection from possible food contamination.
- Controls overproduction, waste, and theft of all products.
- Reports accidents/incidents in kitchen/dining area to Dietary Manager.
- Performs other duties as assigned.

Qualifications:

- Must be at least 18 years of age.
- Must be a high school graduate plus one year experience as a cook, preferably within the hospitality field.
- Must be able to work flexible hours.

**Heritage Springs Memory Care is an equal opportunity employer.*